

ARIZONA DEPARTMENT OF HEALTH SERVICES

Office of Child Care Licensing

Child Care Group Home Rules Instrument

Pursuant to A.R.S. §36-897.06(E) “The department shall develop an instrument that documents compliance and noncompliance of child care group homes according to the criteria prescribed in its rules governing child care group home certification. Blank copies of the instrument, which shall be in standardized form, shall be made available to the public.”

Home:	SGH-	Date:	Page 1 of 5
Statute or Rule:	<div style="display: flex; justify-content: space-around;"> C NC N/A NE </div>	Comments	
A.R.S. § 36-897.02D. Total number of children present for compensation shall not exceed ten.	□□□□		
A.R.S. § 36-897.03.A.B Child care personnel shall apply for a <i>Fingerprint Clearance Card</i> within seven working days of employment. Notarized affidavit on file.	□□□□		
A.R.S. § 36-897.01.H. Certificate conspicuously posted for viewing	□□□□		
R9-3-204 Changes Affecting a Certificate A.-H. Written notification of changes and implementation	□□□□		
R9-3-302 Provider Qualifications and Responsibilities A.3. Use the home as principal place of habitation A.5. Meet qualifications for a staff member B.1. Assistant Provider is at least 18 years of age B.2. Assistant Provider have a high school diploma or equivalent B.3. Assistant Provider completed 2 credit hours or 30 clock hours of training B.4. Assistant Provider meet qualifications for a staff member C.6. No other business is operated at or out of the home during child care hours C.7. Child care provided only in certified areas C.11. Post: a. Certificate e. hours of operation b. name of provider f. a weekly menu c. name of assistant provider d. i. Notice of inspection availability ii. Department's address iii. Department's phone number C.13. Each child is supervised by a staff member at all times C.16. Staff knowledgeable about and able to provide verbal or written info. About ea. Child's progress C.17. At least one staff with current first aid and CPR certification C.18. Staff record of arrival/departure times each day C.20. Department notified of closure 72 hours in advance C.21. CPS/law/Dept. notified immediately of any suspected abuse or neglect C.22. Department notified of injury, death, damage to home or vehicle, loss of utility, loss of a child, fire, emergency response, denial, revocation or suspension of a fingerprint clearance card.	□□□□		
R9-3-303 Staff Member Qualification 2.a. Unsupervised personnel at least 18 years of age and have a high school diploma or equivalency 6. Demonstrate freedom from TB with documentation 9. Complete training within 10 days of start date. 10. Complete 12 clock hours or one credit hour of annual training	□□□□		
R9-3-304 Resident Qualifications 1. If an adult, comply with fingerprinting requirements as in R9-3-302 3. If 12 years of age or older, demonstrate freedom from TB with documentation 4. Statement of Immunity or documentation	□□□□		
R9-3-305 Recordkeeping Requirements A.1 Staff member file A.3. Enrolled child file A.2. Non-staff-member resident file A.6.7. Smoke detector test log & fire drill log	□□□□		
R9-3-306 Facility Staffing 1. 1 to 5 enrolled children, provider or assistant present & actively involved 2. 6 to 10 enrolled children, one additional adult staff member present & actively involved	□□□□		
R9-3-307 Enrollment of Children B.1. Emergency Information and Immunization Record Card, (EIIRC) C. 1.2. Custody paper copies obtained and noted on EIIRC	□□□□		
R9-3-308 Enrolled Child Immunization Requirements	□□□□		
R9-3-309 Insurance Requirements	□□□□		
R9-3-310 Admission and Release of Enrolled Children A.1. Enrolled child is signed in/out by parent/auth. indiv. or self with first initial/full last name & time in & out B. Written permission and verification of self-admit or self-release C.2. ID unknown persons who comes to pick up a child D. Not admit an enrolled child if the child's presence will cause the home to exceed certified capacity	□□□□		

Provider Initials _____

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Statute or Rule:	C NC N/A NE	Comments	
R9-3-311 Illness and Infestation A.B.C. Exclude an enrolled child, staff member or resident with signs of illness or infestation D. Written notice provided to staff members and parents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-312 Suspected Abuse or Neglect of an Enrolled Child	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-313 Administration of Medication A. Medication policy B.1. One designated staff in writing B.3. Written authorization from parent B.4. Record of medications administered C. Injections permitted/authorized indiv. D. Old medications returned/disposed E. Locked medication storage F. No stock medication	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-314 First Aid Kit (Accessible to staff but not to children) 1. Adhesive bandages of assorted sizes 2. Antiseptic solution or sealed antiseptic wipes 3. Sterile gauze pads 4. Disposable medical-grade gloves 5. Disposable resealable plastic bags of at least one-gallon size 6. Scissors 7. Medical tape	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-315 Accident, Emergency, or Serious Injury Procedure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-401 General Program and Equipment Standards 1. Health, safety or welfare of an enrolled child is not endangered 3. Equipment maintained in good repair and free from hazards 4. Sufficient play materials & equipment 5. Enrolled children cleaned as necessary after meals or activities 6. Program structured and weekly schedule 8. Written consent for swimming 9. Drinking water available/accessible	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-402 Supplemental Standards for Resting or Sleeping 1. Separate bed, cot, mat, or crib for each enrolled child 5. Each bed, cot, mat, or crib is stable, large enough, free of hazards, clean and in good repair 6. Crib meets requirements/playpen not used in place of crib 7. Each bed mattress, cot, mat completely covered with a clean sheet or similar covering	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-403 Supp. Stand. for Care of Enrolled Inf. ,1 or 2 Year Old Child 1.2. Individual care/immediate response to distress 3. Limited time in restricting equipment 4. Maintain individual awake-sleep patterns 6. Written instructions for prep, storage and feeding of formula breast milk, food 7. No cereal in bottles 8.9. Infant to 6 months held for feeding, over 6 months at a table or in a high chair 10. Highchairs with safety strap, secured while child in chair 11. Only water in naptime/bedtime bottle or sippy cup 13. Diapers changed as soon as wet or soiled 14. Age appropriate materials and equipment 16. Child not permitted to use a walker	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-404. Supp. Stand. For Care of an Enrolled 3, 4, or 5 Year Old Child	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-405. Supp. Stand. For Care of an Enrolled School-Age Child	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-406 Supp. Stand. For Care of Enrolled Special Needs Child A.B. Obtain IEP or create one within 30 days of child's first day at the group home	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-407. Supplemental Standards for Evening and Night-time Care 1. Bed, cot or crib provided 3. Maintain unobstructed access to and unimpaired hearing of sleeping enrolled children	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-408 Toilet Training	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-409 Discipline and Guidance A.4. Only staff members may discipline children B.1. Discipline shall not endanger a child B.2. No corporal punishment B.3. Discipline not to be associated with eating, napping, sleeping, or toileting D. Staff may not discipline own child inconsistent with rules during hours of operation unless child is not enrolled and the discipline is performed off premises and does not violate child abuse statutes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
R9-3-410 General Nutrition and Menu Standards B. Meals and snacks are served in compliance to time table C.1. Meal pattern requirements met E. One day supply of food maintained F. Specific dated menu posted, substitutions noted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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Statute or Rule:	C NC N/A NE	Comments	
R9-3-411 General Food Service and Food Handling Standards A.1.2. Children and staff wash hands prior to handling or eating food A.4. Children encouraged but not forced to eat A.5. Children assisted in self feeding skills A.7. Food served to child younger than 5 is prepared so as not to present a choking hazard A.9. Each child's bottle or sippy cup is labeled with first initial & last name A.11 Children not allowed to eat directly off floor, carpet or ground A.17. Perishable foods including sack lunches covered and stored in a refrigerator at 45° F or below A.18. Refrigerator maintained at 45° F or below as shown by a thermometer kept in the refrigerator at all times A.19 Freezer maintained at 32° F or below as shown by a thermometer kept in the freezer at all times A.21. Fresh milk served undiluted directly from original commercially filled container A.23. Only full strength pasteurized 100% juice served for meals or snacks A.25. Foods prepared close to serving time or if in advance held at 45° or below or 130° or above	□□□□		
R9-3-412 Transportation of Enrolled Children A. Written authorization from parent to transport child B.1. A copy of the EIIRC for each child in the vehicle during transportation B.4. Vehicle registered in Arizona and insured B.5. Driver is an adult staff member, has current AZ driver's license, has current first aid & CPR B.7. Children under 5 yrs secured in a child passenger restraint system B.8. Children over 5 yrs secured with an adjustable lap belt or lap and shoulder belt B.9. No enrolled child allowed in front seat with an airbag unless the air bag has been disarmed B.11. Each vehicle used for children has an operable heating and air-conditioning system, a first aid kit, two clean towels or blankets, drinking water and cups.	□□□□		
R9-3-413 Field Trips A. Written permission slip with dated signature of parent B.1. Copies of Emergency Information and Immunization Record Cards are taken on trip B.3. Attendance taken at required times before, during & after the trip B.4. Drinking water and cups taken on trip B.5. Written identification of address and phone number of group home in plain view on each child B.6. Written identification of full name of child worn out of view	□□□□		
R9-3-501 General Physical Environment Standards A.1. 30 square feet per child inside not including single use areas B. Rooms used by enrolled children maintained between 68° and 82° F C. Ensure enough lighting in each indoor certified area to enable staff to see each child	□□□□		
R9-3-502 Outdoor Activity Area Standards A.1. 375 total square feet outside A.4. Shade provided A.5. Area accessible by safe route that does not expose children to hazards A.6. 6 inches of resilient surface or foam or rubber mats under and around play equipment A.7.b.Equip. 48" or taller anchored securely below the ground under resilient surface or green grass A.7.c.Equip. 48" or less over green grass or resilient surface A.8. Totally enclosed by a minimum 4 foot high fence that is secured to the ground and has no openings that exceed 4 inches at any point. The fence has a gate that is kept closed and latched B.1. Only enrolled children, staff members, provider's children, & child friends of provider's children are permitted in an outdoor activity area during outdoor activities	□□□□		
R9-3-503 Swimming Pool Standards A.1. Swimming pools conform to manufacturer's specifications for installation and operation and to all applicable local ordinances A.2. Water meets chemical disinfection standards A.3. Equipped with water circulation system that clarifies and disinfects, operational vacuum cleaning system, and has a ring buoy attached to a ½ inch diameter 25 foot long rope and a shepherd's crook accessible B. Pool is enclosed by a fence at least 5 feet high, secured to the ground, has no openings over 4 inches, and has a self closing, self-latching, lockable gate C.4. Pool chemicals are stored in a locked area, inaccessible to children D. No wading pools	□□□□		

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Statute or Rule:	C NC N/A NE	Comments	
R9-3-504 Fire and Safety A.2. Smoke detectors installed in required locations A.4. Two portable fire extinguisher rated 2A-10-BC, one mounted in kitchen A.7. Unused electrical outlets covered with a safety plug or insert A.9. Extension cords not used in place of permanent wiring A.12. Annual gas inspection A.15. Space heaters or portable heaters not used A.16. Fireplace screened A.17. No candle or incense burned during hours of operation B. Log of smoke detector battery test done monthly C. Posted fire evacuation plan D. Fire drills conducted monthly and logged	□□□□		
R9-3-505 General Safety Standards A. Children younger than 5 cared for only on the ground floor B. Children older than 5 may be cared for on a floor above or below ground level if that floor has an exit with direct access to the ground level outside C.2. A sliding glass door or low windows is made of tempered glass or has conspicuous markings at child's eye level C.3. Guns and ammunition locked, inaccessible and out of view C.4.5. Telephone available and emergency information and numbers posted C.6.7. Hazardous materials and flammable liquid stored in original containers and locked C.8. Cords are inaccessible to children C.9. Fans inaccessible and permanently mounted C.10. Poisonous plants inaccessible C.11. Irrigation ditches, abandoned mines or wells are inaccessible to children C.12. Children had no access to hot tubs, spas, ponds, fountains, portable wading pools, or any body of water more than 1 inch deep on the premises C.13. No access to a trampoline	□□□□		
R9-3-506 General Cleaning and Sanitation Standards 1. All certified areas including furnishings, toys, equipment clean and free of insects or vermin 2. All equipment, materials and toys cleaned and disinfected as necessary to maintain & every 24 hours if used by infants, 1's or 2's 3. Personal items are labeled with first initial and full last name 4. Wet or soiled clothing labeled, stored and sent home 5. Operable plumbing 6. Sufficient water pressure 7. Bathrooms used by enrolled children contain mounted toilet tissue, dispensed soap, singly dispensed paper towels 8. 9.10. Handwashing procedures followed for staff, children & special needs children 11. Toilets, sinks, bathtubs, showers, drinking fountains, bathroom floors, activity area floors, and kitchen floors cleaned and disinfected daily or more often if necessary 12. Bathtubs cleaned & disinfected between each use 13. Food waste stored in waterproof container that is tightly covered and lined with a plastic bag 14. Food waste and other refuse removed daily or more often if necessary	□□□□		
R9-3-507 Diaper Changing A. Not located in kitchen or eating areas; accessible to soap and running water B.1.2. Waterproof, clean, sanitized and dry diaper changing surface B.3. Staff washes hands before and after each diaper change B.4. Single-use disposable medical -grade gloves worn during each diaper change B.5. Staff washes child's hands after diaper change B.6.7. Cloth diapers bagged, disposable diapers in covered, lined containers, removed daily	□□□□		
R9-3-508 Pet and Animal Standards A.1. Each dog, cat & ferret has current rabies vaccination A.2. All pet/animal habitats are kept clean A.3. No reptiles except as in subsection B A.4. Birds are kept in cages and not in kitchen or eating area A.5. Pets/animals controlled, no one endangered A.6. Pets/animals, other than dogs & cats, are in enclosures that are inaccessible to children A.7. Pet dishes are inaccessible to children A.8. Litter boxes are inaccessible to children A.9. Pet feces cleaned up from outside before children go outside for activities A.10. Staff and children wash hands after pet/animal involved activity B. Reptiles owned prior to 9/1/04, must be kept out of certified areas or if outside, in a segregated area inaccessible to children and in a glass or acrylic tank	□□□□		
Other:	□□□□		
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Provider Initials_____

(C) = Compliance (NC) = Non – Compliance (N/A) = Not Applicable (NE) = Not Evaluated

NOTE: Deficiencies must be corrected immediately.

The Written Documentation of Correction is due within 10 days of receipt of the Statement of Deficiencies.

This abbreviated evaluation is not all inclusive of ARS § 36-897 et seq and these rules. Other areas may be inspected at the Surveyor's discretion.

The Department reserves the right to amend the findings of this document after programmatic review.

An exit interview was conducted and deficiencies, if any, were discussed with the facility representative.

Licensing Surveyor _____ Date _____

Facility Representative	Date
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Licensing Surveyor _____ Date _____